

CHECKLIST FOR CHAPTER 13 CASE

Instructions for cases filed on Paper [not for cases filed through CM/ECF]

_____ ***Filing fee of \$194** – Is the check signed?

OR

_____ ***Application and Order for Installment Payments AND *Attorney Disclosure of Compensation** [if an attorney is representing the debtor] Only individual debtors can pay in installments. A petition for installment payments can **not** be accepted if the attorney has accepted **any** money from the client which is not paid to the court towards the filing fee [See FRBP 1006].

_____ ***Petition**

Is the petition **signed** by the attorney?

Is the petition **signed** by the debtor [or both joint debtors]?

Does the petition state the **street address** of the debtor(s)? A post office box is not a sufficient street address. A post office box should be listed in the mailing address box.

Debtors filing without an attorney should list a phone number where they can be reached.

_____ ***B-21 Statement of Social Security Number** – This is a new form. The full social security number must be stated on this form. Only last four digits of the SSN are listed on the petition.

_____ ***Mailing matrix and Verification of Matrix**

Attorneys must file the mailing matrix as a text [.txt] file on a 3.5" floppy disk using the format required by the court. Pro se debtors do not need to give us the matrix on disk. We want all parties filing cases to give us one copy of the matrix on paper and a verification must always be filed with a matrix whether on paper or disk.

_____ **Schedules and Statement of Affairs**— Schedules of Assets and Liabilities (schedules A thru J) and the Statement of Affairs do not have to be filed with the petition. However they are due within 15 days after the petition is filed unless the judge extends the time for filing them. There is a declaration following the schedules and another declaration following the statement of affairs which must be originally signed by the debtor[s].

_____ **Chapter 13 Plan** — The chapter 13 plan does not have to be filed with the petition, but is due within 15 days after the petition is filed unless the judge extends the time for filing the plan. It is best to file the plan with the petition.

*** These documents are required to be filed with the petition.**

SCHEDULES AND STATEMENT OF AFFAIRS – Schedules and Statement of Affairs are due 15 days from the filing of the petition. If they are not filed on time, the court may dismiss the case and bar the debtor from filing a new case for 180 days.

COPIES – We do not require any copies to be filed with the original documents. However, if you wish a file stamped copy for your records, you should include a copy and a self- addressed return envelope with sufficient postage for the copies which you want returned.

STAPLES – Do not staple any documents together – Please use binder clips.